

24 AUG 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 23 August 1978

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1. (C) Special Training Course for Recruiters: [REDACTED], from the Office of Training, has informed us that arrangements are being made at the [REDACTED] for a special training course for our recruiters. The course will be conducted 6-8 September and is designed to better inform the recruiters of the functions of a DDO case officer. The specific outline for the course is yet to be determined, however, it is planned that the recruiters will observe students in training, review films of operational situations, and be exposed to "hands-on" operational activities.

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2. (U) College Recruitment: According to the College Placement Council, college recruiting activity finished the 1977-78 season at an even faster pace than in earlier months. The degree of activity could well have been as high as, if not higher than, the best years of the 1960's. Employers made 41 percent more offers to engineering graduates this year than they did in 1976-77 which had been considered a boom year. In a reversal of last year's pattern, women received 50 percent more offers than in 1976-77 while men received 32 percent more.

3. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 173 persons to go by 12 January, 27 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	18 (5)	30 (3)	48 (8)
Signed to go	40 (16)	85 (3)	125 (19)
Total	58 (21)	115 (6)	173 (27)

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4. (U/AIUO) Clerical Staffing: As of 11 August 1978, Clerical Staffing Branch had 447 applicants in process for clerical positions throughout the Agency. This is the highest number in process so far this calendar year. We started the year with 394 in process.

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25X1A 5. (U) Library - Handicapped Program: [REDACTED]

25X1A [REDACTED] Chief, Professional Placement Branch and [REDACTED] met with two representatives of the Headquarters Library on 15 August to make arrangements for shelf space for material relating to the handicapped program. The librarians were most helpful and enthusiastic about the project and promised to advise us as soon as they have arranged the material.

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6. (U/AIUO) Regulations - Notices: The following have been sent to the Regulations Control Branch:

- Headquarters Notice on new Fitness Report Schedule and Promotion Dates.

- Revised wording in [REDACTED], D/Pers suspension authority.

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25X1A 7. (U/AIUO) Treatment of Alcoholism: [REDACTED] Chief, Insurance Branch, met with [REDACTED] and [REDACTED] (at their request) on 17 August to discuss the Association Benefit Plan's coverage for treatment of alcoholism.

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8. (U/AIUO) Airline Travel: The Chief of Central Processing Branch was advised by Mr. Dinardo, District Sales Manager, Northwest Airlines that two of their flights to the Far East will begin operating this week on a daily basis. The flights involved are Flight 7 which operates New York/Seattle/Tokyo/Hong Kong and Flight 21 which operates Minneapolis/Los Angeles/Honolulu/Tokyo/Seoul. We have tentatively been advised by Northwest that they will not be able to resume full operation on all international and domestic routes until the latter part of September.

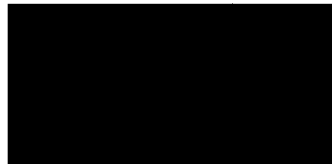
9. (U) Award - VFW: The Veterans of Foreign Wars have presented its Americanism Gold Medal Award to the employees of the Central Intelligence Agency. At the request of the Public Affairs Office, the medal and accompanying citation will be displayed on the Official Bulletin Board.

10. (U) Suggestion Box: Three suggestions were received in Benefits and Services Division, Office of Personnel, this week; all three were Employee Suggestion Forms and were routed to the Suggestion and Achievement Awards Committee for action. The total number of suggestions received is now 60.

11. (S) Rehired Annuitants: See attached report.

COMING EVENT:

September Skills Session: Arrangements are being made for the September Skills Session. Details will be presented later.



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Att

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EA-D/Pers/ [REDACTED] :rj (24 Aug 78)

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SECRET

22 August 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (16-22 August 1978) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Deputy Director for Administration:

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for

DDA

DDA

- Contract Employee, EUR Division, three-month extension.
- Contract Employee, SE Division, one-year extension.

ing rehired civilian annuitant case was approved
ector of Personnel;

- Independent Contractor, Office of Security, one-year extension.

ing rehired civilian annuitant case was terminated:

- Independent Contractor, Office of Security, terminated 16 August 1978.

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